



Call for Internships - 2019

EISA is a continental non-governmental organisation located in Johannesburg, South Africa with field offices in the Democratic Republic of Congo, Madagascar, Mali Mozambique, Somalia and Zimbabwe and a regional office in Gabon. EISA strives for “An African continent where democratic governance, human rights and citizen participation are upheld in a peaceful environment”. EISA **has two 2019 internship vacancies** and seeks to offer committed, energetic and enthusiastic interns an experience in a dynamic and challenging environment working with an international team of experienced and insightful colleagues drawn from across Africa. This is a full time one year internship located at the EISA head office and for which EISA offers a modest stipend.

During the year of internship responsibilities will cover:

- Providing assistance with background research and information gathering (desk top/secondary research),
- Assisting with field work research where necessary (primary research),
- Supervised writing tasks,
- Assisting with the organisation and logistics of workshops, seminars, conferences and election observation missions
- Drafting meeting minutes, conference, workshop and/or seminar reports,
- Routine administrative tasks (filing, photocopying, arranging meetings, flight schedules),
- Assisting with updating content of the EISA website,
- Attending events and conferences on behalf of the organisation if requested.

Candidates should have:

- At least an undergraduate degree in the arts, humanities and social sciences - preferably in political studies or international relations.
- Interest in governance and democracy issues on the continent
- Drive, initiative, creativity, innovation and a willingness to learn. Some experience of primary and secondary research will be an added advantage.
- Some minimum administrative, organisational, and communication skills, attention to detail, and competence in the use of a variety of general office computer software;
- Excellent command of English, a good working knowledge of a second South African and/or continental African language preferable
- The ability to work under direction towards working with greater independence
- Be willing to travel around and beyond South Africa to countries on the continent

To apply send in a completed CV, with qualifications and a motivating letter from an academic supervisor/tutor or an academic referee by **17h00, Monday 26th November 2018**. The application should include a cover letter in which you state your motivation for wanting to work at EISA to Ms Zahira Seedat at **Zahira[at]eisa.org.za**. Only short-listed candidates will be contacted for an interview. EISA reserves the right not to appoint. The internship is

open to South African residents and work permit holders. **For more information** about EISA visit www.eisa.org.za